

OHIO MUNICIPAL INCOME TAX
ACH CREDIT METHOD ADDENDA RECORD FORMAT INSTRUCTIONS
PLEASE PROVIDE THIS INFORMATION TO YOUR FINANCIAL INSTITUTION

KEY BANK 4910 TIEDEMAN RD BROOKLYN, OH 44144	ROUTING NUMBER 021052053 BANK ACCOUNT NUMBER 36480609
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Payment information must be formatted as shown in this **sample record**:

**TXP * 123456789 * 20001 * 220415 * T * 10000000 **
 ↑ ↑ ↑ ↑ ↑ ↑ ↑
 Begin Record 9-Digit Muni Account# Tax Type Code Enter Tax Due Date Amount Type Payment Amount End Record
 (Always use TXP) (8 digits **Plus** 1st digit (see below) (YMMMDD format) (Always use T) (No commas or decimals)

Please do not use your Federal ID Number

Use “ * “ to separate each entry, and end with “ \ “. DO NOT USE SPACES OR DASHES IN YOUR FORMAT.

The correct addenda record format must be followed to avoid possible rejection of your payment and additional charges. These instructions are for ACH credit only. Wire transfers using this banking information the wire will reject.

Ohio Municipal Income Tax

Tax Type Codes: 20001 = Municipal Income Tax (Apr 15th)
 20002 = Municipal Income Tax (Jun.15th)
 20003 = Municipal Income Tax (Sept.15th)
 20004 = Municipal Income Tax (Dec.15th)
 20004 = Any remaining tax due (Apr.15th)

NACHA TXP CONVENTION LAYOUT FOR ACH CREDIT PAYMENT

DATA ELEMENT NUMBER	DESCRIPTION	FIELD LENGTH	CONTENTS
1	NACHA’S Record Type Code	1	7
2	NACHA’S Addenda Type Code	2	05
3	Segment Identifier	3	TXP
4	Separator	1	*
5	Muni Account Number	9	Numeric (9) Digits
6	Separator	1	*
7	Tax Type Code	5	Numeric (5) Digits
8	Separator	1	*
9	Tax Due Date	6	Numeric (6) digits YMMMDD
10	Separator	1	*
11	Amount Type Code	1	T
12	Separator	1	*
13	Payment Amount	Variable	Numeric (always enter cents)
14	Segment Terminator	1	\

If you have any questions, please call Ohio Treasurer Electronic Payment Department
877-338-OHIO